



Republic of the Philippines

**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**

**S&T Journey: 60 Years and Beyond**

**MEMORANDUM**

TO : ALL DOST-STII EMPLOYEES

FROM : **RICHARD P. BURGOS**  
Director, DOST-STII

SUBJECT : **Full Implementation of the DOST-STII Policy of Gender and Development Mainstreaming**

DATE : 7 NOVEMBER 2018

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In line with the Republic Act 9710 or Magna Carta of Women and the DOST-Science and Technology Information Institute (DOST-STII) Policy on the Implementation of Gender and Development Mainstreaming in the DOST-STII, the following items will be reflected and performed in DOST-STII's organizational and client operations:

1. Use of Gender fair language and images;
2. Integrate GAD perspective in its organizational plans;
3. Conduct activities to bridge gaps of its external and internal clients;
4. Ensure inclusion of Gender analysis in development / enhancement of policies;
5. Integrate GAD perspective in its Vision, Mission, and Goals;
6. Integrate of GAD perspective in the organization's programs, activities, projects (PAPs), and performance indicators;
7. Use of sex-disaggregated data and gender statistics to enhance GAD PAPs;
8. Use of Harmonized Gender and Development Guidelines (HGDG) and other relevant Gender Mainstreaming Tools in all PAP proposals, implementation, and monitoring, as applicable;
9. Support internal and external clients' participation in planning and implementation of the organization's GAD PAPs;
9. Top management direct monitoring of the organization's GAD PAPs;
10. Adjustment of GAD PAPs to address emerging gender issues;
11. GAD functions reflected in performance contracts or terms of reference (TORs);

12. Develop tools and/or knowledge products (KPs) on GAD;
13. Regular review and revision of existing IEC materials and Knowledge Products to ensure use of gender fair language and images;
14. Conduct of deepening sessions on GAD based on Training Needs Assessment (TNA) and updated GAD policies and tools as part of the continuing capacity development of GAD Focal point system members and concerned staff members;
15. Use of Gender Analysis tools and techniques in the review, enhancement, and development of PAPs;
16. Policy on facilities and services that address gender issues and concerns of its clients;
17. Develop orientation modules for new employees with gender sensitivity as a core competency;
18. Develop and disseminate new IEC materials on GAD to clients;
19. Regularly update GAD corner in website;
20. Support creation of internal GAD experts and conduct of capacity development for internal GAD experts;
21. Regularly apply Gender Analysis tools in the development planning cycle (planning, management, monitoring, & evaluation);
22. Set up of knowledge management (KM) system as a mechanism to transfer knowledge on GAD;
23. Ensure sustainable implementation of monitoring of GAD mandates in its PAPs;
24. Support conduct organizational specific capacity development sessions for GAD clients;
25. Develop of sustainable action plan for GAD PAPs;
26. Conduct impact evaluation of its GAD PAPs; and
27. Support DOST-STII promotion of itself equipped as a GAD learning hub for its notable GAD PAPs; and
28. Integrate GAD perspective in DOST-STII's award / incentive system.

For your guidance.